

**DEPARTMENT OF HEALTH SERVICES****MEDI-CAL BENEFITS BRANCH****MEDI-CAL POLICY DIVISION****714 P STREET, ROOM 1640****P. O. BOX 942732****SACRAMENTO, CA 94234-7320****(916) 657-1460**

December 20, 2000

TO: All Local Governmental Agencies (LGAs) **PPL No. 00-015**  
Medi-Cal Administrative Activities (MAA) and  
Targeted Case Management (TCM) Coordinators

Subject: **Proposed Home Visitation TCM State Plan Amendment and TCM Cost Reports**

The purpose of this Policy Procedure Letter (PPL) is to clarify LGAs options regarding TCM and the proposed Home Visitation State Plan Amendment (SPA).

The Department of Health Services (DHS) submitted the proposed Home Visitation SPA to the federal Health Care Financing Administration (HCFA) on September 25, 2000. HCFA has not approved or denied the SPA at this time.

Submittal of TCM Cost Reports for the Home Visitation SPA: LGAs that have time surveyed to TCM for the Home Visitation SPA must have submitted the TCM Cost Report by the November 1, 2000, due date. DHS will hold these TCM Cost Reports pending a decision by HCFA.

If HCFA approves the Home Visitation SPA by December 31, 2000.

1. DHS will process TCM Cost Reports submitted by LGAs by November 1, 2000.
2. LGAs that did not time survey to TCM for the Home Visitation SPA, as it had not yet been approved, may:
  - Conduct a TCM time survey in February 2001.
  - Submit the TCM Cost Report by March 31, 2001. TCM Cost Reports submitted by March 31, 2001, and approved by the DHS will allow TCM claiming under the Home Visitation SPA retroactive to July 1, 2000.
  - The Time Survey Request Form requirement will be waived. **LGAs should notify their analyst by January 31, 2001, of their intent to time survey in February 2001.**

If HCFA does not approve the Home Visitation SPA by December 31, 2000.

1. TCM cannot be claimed under the Home Visitation SPA during Fiscal Year (FY) 2000-01.
2. If this SPA is approved after December 31, 2000, claiming may be initiated through the established process during FY 2001-02.

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3. LGAs that submitted a TCM Cost Report for this SPA by the November 1, 2000, due date have the following option:

The LGAs may amend TCM Cost Reports submitted for other SPAs (e.g., Public Health) to incorporate the entities included in the Home Visitation TCM Cost Report. LGAs choosing this option must submit the amended TCM Cost Report by January 31, 2001.

Entry of Home Visitation TCM Encounters in the new TCM Claims Processing System: TCM encounters for FY 2000-01 must be entered into the system within six months after the end of the month in which the TCM services were delivered. Therefore, July 2000 encounters must be entered by January 31, 2001. Should there be a delay in the DHS notification of the LGAs to the approval or denial of this SPA, DHS may extend the time limit.

If you have questions, please contact Ms. Mary Woods, Associate Management Auditor of the Administrative Claiming Policy and Systems Unit, at (916) 657-0766 or by e-mail [mwoods3@dhs.ca.gov](mailto:mwoods3@dhs.ca.gov).

Sincerely,

**Original Signed By P. Morrison**

Patricia L. Morrison, Chief  
Administrative Claiming and  
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